

Vacancy Announcement



U.S. Embassy Iraq

NUMBER: 09-28(A)

SUBJECT:
Administrative Assistant- Basra
LES-6

DATE: 10-21-2009

Candidates who applied for Vacancy Announcement 09-28 (Administrative Clerk) need not reapply.

TO: All Interested Candidates

FROM: Human Resources Office

OPENING DATE: October 21, 2009

CLOSING DATE: November 4, 2009

WORK HOURS: Full time; 40 hours/week

BASIC SALARY: 16, 921 U.S. dollars per year for a full time LES-6.

POSITION: The U.S. Embassy is seeking an individual to fill the position of **Administrative Clerk**. The work location is in Basrah.

OPEN TO: All Interested Candidates

BASIC FUNCTION OF THE POSITION:

Incumbent serves as office manager for the Executive Office of Basra's Provincial Reconstruction Team (PRT) (Supporting the Team Leader and Deputy Team Director) and PRT Deputy Director. The employee's clerical support includes answering phones, taking messages, greeting visitors, drafting correspondence, maintaining the Executive Office calendar and telephone contact list, organizing meetings and visits, and assisting in the production of brochures and information packets. The employee also acts as PRT Executive Office administrative liaison to and helps coordinate administrative support provided by the Military Support Element (MSE) of the PRT.

QUALIFICATIONS REQUIRED: Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé or an OF-612 form.

1. **Education:** College Degree in Business Management or a similar/related field is required.
2. **Prior Work Experience:** Minimum of two years of progressively responsible secretarial and/or clerical experience.

3. **Language Proficiency:** English Level III (Good Working Knowledge) and Arabic Level IV (Fluent) is required. Ability to write and speak in both languages.

(Candidates will be tested on their language skills).

4. **Knowledge:** Good knowledge of basic office management procedures, paper and electronic file management, and professional standards for preparation of correspondence. Good knowledge of Microsoft Office 2007 Suite software.
5. **Abilities and Skills:** Demonstrated proficiency in word processing and automated spreadsheets, specifically Microsoft Office 2007; good telephone and interpersonal skills; initiative and self-motivation; ability to work well both independently and as part of a team; ability to prioritize effectively in dealing with multiple tasks. Employee is expected to be able to legally operate a motor vehicle.

SELECTION PROCESS: When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

TO APPLY: Interested candidates for this position should submit the following:

State on the application that the position applied for is **Administrative Clerk – Basra 09-28 (A)**.

- Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612.
- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

REQUEST AND SUBMIT APPLICATION TO:

Human Resources Office,
E-mail: BaghdadHR@state.gov

- * **Preferred way of sending applications is electronically.**
- * **Must attach certificates and documents to the CV/resume.**
- * **Must mention position title and announcement number applied to.**
- * **Attached pictures will be discarded**

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for this Position is
November 4, 2009**

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: HRO/KDM
Cleared: MGTO/BR
Drafted: HRA/SBA